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California Association of Marriage and Family Therapists

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858-292-2638 · 858-292-2650 fax

### **CAMFT CHAPTER PRESENTATION REQUEST FORM**

Send completed forms to Andrea Redd (by fax 858-292-2650) or [aredd@camft.org](mailto:aredd@camft.org).

#### **CHAPTER INFORMATION**

Chapter Name

Contact Person

Contact Person Phone

Email

#### **PRESENTATION INFORMATION**

Type of Presentation (choose one):

##### **Legal & Ethical Issues**

*6 hours*

*(9am – 4pm; 12-1 lunch)*

**Minimum of 30 attendees  
required.**

Chapters are provided one (1) free L&E presentation per calendar year. Costs for additional L&E Issues presentations: \$350 honorarium plus travel expenses.

##### **Pre-Licensee Issues**

*2-6 hours*

Chapters are provided one (1) free Pre-Licensee Issues presentation per calendar year. Costs for additional Pre-Licensee Issues presentations range from \$120 to \$350 honorarium plus travel expenses.

##### **State of the Profession**

*1-2 hours*

Chapters are provided one (1) free State of the Profession presentation per calendar year.

*Please note: Presentations to Chapter Boards by CAMFT's Outreach Coordinator are not subject to limitations and should be arranged directly with Ellen Mackall at [emackall@camft.org](mailto:emackall@camft.org).*

Date of Presentation (list at least three (3) possible dates):

(1)

(2)

(3)

Time of Presentation

Type of Attendees (check all that apply)

Pre-Licensed members of CAMFT

Licensed members of CAMFT

Non-CAMFT members

Venue Location:

Address

#### LEGAL & ETHICAL ISSUES PRESENTATIONS

Please indicate your **first choice (1)** and your **second choice (2)** from the topics listed below.

- *The Psychotherapist as a Creator of Outcomes!*  
David Jensen, J.D., will stress the importance of the psychotherapist's role as a creator of legal and ethical outcomes, whether for good or for ill. In particular, he will instruct attendees on the ten fundamentals of practicing legally, ethically, safely, and confidently. This course will also cover the important subject of patients who are dangerous to third parties, and provide attendees with an overview of the BBS administrative hearing process.
- *Unprofessional Conduct & Other Trouble Spots for Psychotherapists*  
David Jensen, J.D., will review the four fundamentals of the psychotherapy profession and the areas of law that allow the BBS to revoke or suspend a license or intern registration.
- *Fun with Subpoenas and the Psychotherapist-Patient Privilege!*  
David Jensen, J.D., will review the four fundamentals of the psychotherapy profession and address the laws pertaining to the creation and destruction of the psychotherapist-patient privilege; the laws regarding holding, asserting, and waiving such privilege; the types of witnesses a psychotherapist could be during a legal proceeding; and, dealing with and responding to subpoenas.
- *What Does the Phrase "Standard of Care" Mean to You?*  
David Jensen, J.D., will review the four fundamentals of the psychotherapy profession and address the laws pertaining to the standard of care, especially with regards to suicidal

patients, including reviewing actual legal cases involving these issues, obtaining continuing education units, and the fundamentals of reporting elder and dependent adult abuse.

— *Are You Ethical? You Sure?*

David Jensen, J.D., will review the four fundamentals of the psychotherapy profession, and compare and contrast key sections from the Code of Ethics of the California Association of Marriage and Family Therapists and the National Association of Social Workers.

— *Using the Language of the Law to ‘Salt & Pepper’ Your Treatment Records*

David Jensen, J.D., will review the four fundamentals of the psychotherapy profession, review the fundamental aspects of recordkeeping, and answer the questions many clinicians struggle with regarding the content of their treatment records: Should I write a lot? Should I write a little? What really needs to be in my records?

— *“Shh, It’s Confidential”: Confidentiality of Mental Health Information Under California and HIPAA Laws*

If confidentiality is the cornerstone of the therapist-patient relationship, it behooves therapists to have an accurate understanding of the laws that affect the confidentiality of patient information. What information must be kept confidential? What information could be shared without an authorization? How can we limit third-party access to outpatient information? What “things” does a practitioner have to do to secure patient information to keep it confidential? David Jensen, J.D., will review California and HIPAA laws regarding the confidentiality of patient information.

— *Thank You for Supervising Legally!*

Supervision is vital to the profession of marriage and family therapy, and there are many laws that pertain to the subject, including, but not limited to, liability concerns, consumer protection issues, and the unique requirements of licensing boards. David Jensen, J.D., will review the laws pertaining to supervision and liability issues, and the nuts and bolts of the supervisory process. (This course may be used to fulfill a portion of the requirements for becoming a CAMFT Certified Supervisor and law and ethics course requirements, or can stand on its own as a resource for anyone who provides clinical supervision to Pre-Licensed therapists and satisfies the BBS’ supervision requirements.)

— *Key Legal and Ethical Issues for Mental Health Professionals: What Therapists Should Always Do, Never Do and/or Really Don’t Have to Do*

Michael Griffin, J.D., LCSW, will focus on legal and ethical issues that have fundamental importance to psychotherapists. Examples of workshop topics include: standards of care; scope of practice; scope of competence; consent/informed consent for treatment; consent for the treatment of minors; conflicts of interest; psychotherapist-patient privilege; confidentiality; handling requests for records; key aspects of documentation; avoiding problems during termination; and working with dangerous and/or suicidal clients.

- **Key Legal and Ethical Issues for Supervisors**  
Michael Griffin, J.D., LCSW, will focus on key legal and ethical issues in supervision, including: legal and ethical duties of a supervisor; scope of competence/scope of practice; the supervisor-supervisee relationship; supervisor/supervisee boundaries; identifying and resolving conflicts with supervisees; the use of agreements with supervisees; supervision in agency settings and private practice; employing interns; advertising and disclosure requirements; handling fees and insurance; documentation and recordkeeping requirements; and termination/end of internship issues. (This course may be used to fulfill a portion of the requirements for becoming a CAMFT Certified Supervisor and law and ethics course requirements, or can stand on its own as a resource for anyone who provides clinical supervision to Pre-Licensed therapists and satisfies the BBS' supervision requirements.)

Other Legal & Ethical Topics:

Please choose from the topics below **if none of the workshops above fit your Chapter's needs.**

Advertising	Insurance and Managed Care Issues
Confidentiality	HIPAA
Child Abuse and Neglect Reporting Act	Informed Consent/Consent Issues
Elder Abuse and Dependent Adult Civil Protection Act	
Other topic (please specify):	

STATE OF THE PROFESSION PRESENTATIONS

- **State of the Profession**  
The Executive Director or Deputy Executive Director will discuss an overview of the current legislation, regulation, and hot topics which affect CAMFT, its members and the mental health field.

PRE-LICENSEE ISSUES PRESENTATION

- **Road to Licensure**  
Cathy Atkins, J.D., will provide an instructional guide of the laws and regulations surrounding the process of trainee to intern to applicant to LMFT, including a review of the forms involved in the process and a discussion of the breakdown of hours.

**CHAPTER RESPONSIBILITIES**

Chapters are responsible for the following at each presentation:

1. Copying and providing handouts to the attendees. An original copy of presentation handouts, if applicable, will be sent to the Chapter's contact person via email by the presenter approximately 15 days prior the presentation.
2. Provide any applicable continuing education units and certificates.
3. Make any accommodation for attendees under the Americans with Disabilities Act (ADA).
4. Provide the address of and special directions to the presentation's location.
5. Provide a projection screen, if requested.
6. Provide stand/table for a laptop computer and projector, if requested (computer and projector are provided by the presenter).
7. Provide access to an electrical outlet.
8. Provide access to Wi-Fi/internet capability for the room, if requested.
9. Provide plenty of drinking water throughout the day.
10. Ensure adequate promotion of event to reach minimum attendance requirements, as indicated.

Presenter will arrange for his/her travel and lodging.

***By signing below, Chapter agrees to meet each of the responsibilities listed above.***

\_\_\_\_\_

Contact Person's Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

### **TIPS FOR A SUCCESSFUL CHAPTER WORKSHOP**

Below are some tips CAMFT Chapters have shared which have led to successful workshops:

- Choose a quiet, comfortable space that is not too large or too small. Vaulted ceilings create distortions in sound, making it difficult for persons seated further away to hear the presenter.
- When possible, have internal control over the room temperature.
- Provide tables on which attendees may take notes.
- When using audio/visual aids, be sure the screen can be seen clearly by all participants, and orient the screen to avoid bright sunlight throughout the day.
- Make the presentation and materials available online, with secured access.
- Staple the presentation handouts or put them in an inexpensive binder.

- Provide a continental breakfast during morning registration. This offers attendees an opportunity to get to know one another.
- Provide a catered lunch with the cost included in the registration fee. This affords participants another opportunity to get acquainted and may also allow for a shorter lunch break.
- Provide water, coffee, or other beverages (or even small snacks) throughout the day to make a long day feel shorter.
- Have attendees complete the CEU certificate on a two-part form and turn in the top form at the end of the session, to save time and postage.